

OFFICE HELPER

Duties

Perform various office work on an as-needed basis

Data entry

Filing

Organization

Telephone calling

Assembling packets of information

Copy handout material

Etc., Etc.

Qualifications

Willingness to work on a variety of tasks

Organized and dependable

Ability to work independently

Ability to work constructively with others

Excellent organization skills

Good computer skills for certain jobs

Able to represent the shelter in a professional manner

Training

Attend orientation class(es) as specified by WCAC/AC

On the job training from experienced volunteer or staff

Participate in meetings or training when requested

Commitment

Willingness to place your name on a willing-to-work list which
we will utilize when a need is identified

Supervision

WCAC/AC staff